



European Chamber of Commerce (Singapore)

# Internship

## Events & Marketing

### Early 2022

**Duration of internship:** 5 - 6 months

**Paid Internship:** A stipend is offered. Insurance, accommodation and other daily expenses are not covered. These are at the intern's expense.

If you fit the following description:

- Fluency in English (other European languages are an advantage)
- Proficient writing and basic design skills
- Tertiary education in Marketing, Communications, Business Administration preferred
- For non-Singaporeans, please check your eligibility for "work holiday programme" via Ministry of Manpower website: <https://www.mom.gov.sg/passes-and-permits/work-holiday-programme/eligibility>
- Ability to work in a small team, multitasking, good organizational skills and attention to details
- Pleasant, positive and outgoing personality
- Flexible, pro-active attitude and ability to work in a multicultural environment
- IT savvy & familiar with Microsoft Office pack. Additional graphic design abilities (e.g. Canva, ) are an asset

Please kindly submit a CV and motivation letter to [internship@eurocham.org.sg](mailto:internship@eurocham.org.sg). This role reports to the Events & Marketing Manager and Administration Manager.

### Responsibilities include:

#### a) Event Management

- Manage event registrations, pre and post-event, including tracking payments and attendee information
- Design visuals, flyers, invitations and eDMs for promotion of events
- On-site assistance during the event and post-event follow-up
- Liaise with EuroCham members, other chambers of commerce, partners etc.
- CRM and database management of participants, current and potential member(s) information

#### b) Communication

- Communicate/ perform event updates on EuroCham's website
- Follow up with interested parties for advertising
- Create content, share relevant information with EuroCham members via monthly e-newsletter

#### c) Other assignments

- Receiving incoming calls, welcoming visitors to the office
- Addressing general enquiries from members (especially events & advertising related ones)